

"A"

**FORMAT FOR REGISTERING GRIEVANCE**

From:

To:

Name :

Public Grievance Officer

Address: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contact No. :

(Off) : \_\_\_\_\_

(Res.) : \_\_\_\_\_

Mobile : \_\_\_\_\_

As per Para 5.3 of the Scheme of Public Grievance Redressal, I register my grievance as detailed below:

" Details of Grievance "

**Undertaking:** I hereby certify that statements made in my Grievance & the data enclosed are true & complete to the best of my belief. If at any time any part of the Grievance or the data is found to be false, I will be liable for any legal action that the company may deem it fit.

Date: \_\_\_\_\_

(Signature)

Name \_\_\_\_\_

Encl.: If any (For supporting Grievance)

From :

To:

Name :

Public Grievance Officer

Address : \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous Grievance date: \_\_\_\_\_ ( to enclose copy)

Reply of Grievance Officer date: \_\_\_\_\_ (Copy of reply to enclose)

Vide Para 7.1 of the Scheme of Public Grievance Redressal, I appeal against the reply of Scheme of Public Officer / other Official to my Grievance dated \_\_\_\_\_ on the

Subject \_\_\_\_\_.

Date: \_\_\_\_\_

(Signature)

Name \_\_\_\_\_

Encl.: If any ( For supporting Grievance)

**Note: - Clear reasons as to why the reply is not satisfactory need to be stated while submitting the Appeal**